

State of California

Board of Prison Terms
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Open Nonpromotional Statewide Examination **ASSOCIATE CHIEF DEPUTY COMMISSIONER, BOARD OF PRISON TERMS**

Final Filing Date: February 10, 2005

Note: The Department of the Youth Authority is the testing agency for the Board of Prison Terms. Only the Board of Prison Terms uses Associate Chief Deputy Commissioner positions.

It is an objective of the State of California to achieve a drug-free state workplace. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants.

EXAMINATION TYPE	Open nonpromotional statewide examination for the Board of Prison Terms
FINAL FILING DATE	February 10, 2005
CONTACT PERSON	Cecilia Perrin (e-mail: cperrin@cya.ca.gov; telephone: [916] 262-2718)
HOW TO APPLY	<p>State applications (Form 678) are available at the Board of Prison Terms; the Department of the Youth Authority; the State Personnel Board at 801 Capitol Mall, Sacramento; at the State Personnel Board's Web site, www.spb.ca.gov; at the Youth Authority's Web site, www.cya.ca.gov; and at Employment Development Department field offices. Applications must be filed in person or by mail with:</p> <p>Department of the Youth Authority Personnel Management Services Division 4241 Williamsborough Drive, Suite 115 Sacramento, CA 95823</p> <p>State applications (Form 678) must be postmarked by the United States Postal Service no later than the final filing date, February 10, 2005. Applications postmarked, personally delivered or received via interoffice mail after the final filing date will not be accepted for any reason. Do not submit applications to the State Personnel Board or to the Board of Prison Terms.</p> <p>If you have a disability and need special testing arrangements, mark the appropriate box in question 2 of the state application (Form 678). You will be contacted to make specific arrangements.</p>
EXAMINATION INFORMATION	<p>This examination will consist of a qualification appraisal interview (QAP). In order to obtain a position on the eligible list, a minimum rating of 70.0% must be attained. Interviews are anticipated to be scheduled in March/April 2005 at various locations throughout the state.</p> <p>Note: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to the examination.</p>
SALARY RANGE	\$6,943 - \$8,408
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<p>It is your responsibility to make sure you meet the education and/or experience requirements for this examination by the final filing date of February 10, 2005. Your signature on your application indicates that you have read, understood and possess the basic qualifications required.</p> <p>Qualifying experience may be combined on a proportionate basis if the requirements stated include more than one pattern and are distinguished as "Either Pattern I," "Or Pattern II," "Or Pattern III," etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.</p> <p>Minimum qualifications:</p> <p style="text-align: center;"><u>Either Pattern I</u></p> <p>Two years of experience in the California state service performing the duties of a Deputy Commissioner, Board of Prison Terms.</p> <p style="text-align: center;"><u>or Pattern II</u></p> <p>Experience: Five years of experience in the field of administrative or criminal law that included the presentation of evidence and the examination of witnesses before a quasi-judicial administrative body or trial court, or in the conduct of quasi-judicial hearings in the capacity of hearing officer. (Experience in the California state service applied toward these requirements must include one year in a class comparable in level of responsibility to Staff Counsel Range D.)</p> <p style="text-align: center;"><u>and</u></p> <p>Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for up to two years of the required education on a year-for-year basis.)</p>

(Continued on reverse.)

Processing agency:
Department of the Youth Authority
Personnel Management Services Division
4241 Williamsborough Drive, Suite 115
Sacramento, CA 95823
Telephone: (916) 262-1338
Toll-free: 1-866-466-4CYA (4292)
Web site: www.cya.ca.gov

Associate Chief Deputy Commissioner, Board of Prison Terms
Final Filing Date: February 10, 2005
Exam Code: 5YA07
Class Code: 9462-XE05

**REQUIREMENTS FOR
ADMITTANCE TO
THE EXAMINATION**
(continued from reverse)

or Pattern III

Experience: Five years of administrative or supervisory experience in a parole or correctional administration program, including some experience in an administrative hearing-related capacity. (Experience in the California state service applied toward these requirements must have been in a class comparable in a level of responsibility to a Parole Administrator II.)

and

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for up to two years of the required education on a year-for-year basis.)

Note: "Equivalent to graduation from college" refers to a bachelor's degree from an accredited college or university.

**SPECIAL PERSONAL
CHARACTERISTICS**

Demonstrated interest in adult offenders; demonstrated understanding of and sympathy for the aims and policies of the Board of Prison Terms and the Department of Corrections; willingness to travel throughout the state; willingness to work long hours; tact, high moral standards, patience and emotional stability.

THE POSITION

Under the general direction of the Chief Deputy Commissioner, the Associate Chief Deputy Commissioner is responsible for supervision of Deputy Commissioners and general oversight of staff assigned to perform parole revocation functions in a geographical area and for the coordination of parole authority hearings in that area, and performs other administrative functions assigned by the Executive Officer or Chief Deputy Commissioner.

Positions are located in various areas throughout the state. Extensive travel is a condition of employment.

**EXAMINATION
SCOPE**

In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:

Knowledge of:

1. Purposes, activities and responsibilities of the Board of Prison Terms and the Department of Corrections.
2. Laws and court decisions pertaining to the functions of the Board of Prison Terms and the Department of Corrections.
3. Principles, techniques and trends in administrative due process of law.
4. Functions and procedures of the court system of the state of California and law enforcement agencies as related to criminals.
5. Principles of personnel management and supervision.
6. The Board's Equal Employment Opportunity Program objectives.
7. A manager's role in the Equal Employment Opportunity Program and the processes available to meet Equal Employment Opportunity objectives.

Ability to:

1. Identify, investigate, and report on problems or situations relating to the policies or procedures of the Department of Corrections as they relate to the Board of Prison Terms.
2. Interpret and apply laws and court decisions pertaining to the functions of the Board of Prison Terms and the Department of Corrections and the rules of the Board of Prison Terms and the Department of Corrections.
3. Evaluate sociological, psychological, psychiatric and vocational findings and recommendations.
4. Extract from case records pertinent facts and data and present them in a clear, concise manner.
5. Conduct fair and impartial hearings and prepare appropriate findings.
6. Direct a group of Deputy Commissioners responsible for conducting hearings and performing other duties.
7. Review and evaluate hearing decisions made by Deputy Commissioners.
8. Establish and maintain cooperative working relationships with private and community agencies, officials and staff members.
9. Analyze situations and take effective action.
10. Gather, record, and evaluate pertinent and meaningful statistics and reports.
11. Speak and write effectively.
12. Effectively contribute to the department's Equal Employment Opportunity Program.

ELIGIBLE LIST

An open statewide eligible list will be established for the Board of Prison Terms. The list will be abolished 24 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

VETERANS' CREDIT

Veterans' preference credit will not be granted in this examination.

CAREER CREDITS

Career credits will be granted in this examination.

GENERAL INFORMATION

For an examination without a written feature, it is the candidate's responsibility to contact the Department of the Youth Authority, Personnel Management Services Division, Examination Unit, in Sacramento at (916) 262-1338 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

If you meet the requirements stated on this bulletin you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the others who take this test and all candidates who pass will be ranked according to their scores.

The Board of Prison Terms reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Eligible lists: Eligible lists established by competitive examinations, regardless of date, must be used in the following order: (1) subdivisional promotional; (2) departmental promotional; (3) multi-departmental promotional; (4) servicewide promotional; (5) departmental open; and (6) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin. In the case of continuous testing examinations, names are merged into the appropriate eligible lists in order of final test scores regardless of the date of the test and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

GENERAL INFORMATION *(continued)*

General qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others; and have a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigations may be made of employment records and personal history and fingerprinting may be required.

Interview scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

Career credits: In open nonpromotional examinations, career credits are granted to: (1) State employees with permanent civil service status; (2) full-time employees of the state who are exempt from state civil service to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position; and (3) individuals who have served one full year in or are graduates of the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in state civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the application Form 100-678.

Policy of nondiscrimination on the basis of disability and equal employment opportunity statement: The Department of the Youth Authority does not discriminate on the basis of disability in employment or in the admission and access to its programs or activities. Information concerning the provisions of the ADA, and the rights provided thereunder, are available from the ADA Manager, Equal Employment/Community Participation Office, 4241 Williamsborough Drive, Suite 201, Sacramento, CA 95823, (916) 262-1475.

Appeal information: You may file a written appeal to the State Personnel Board at P.O. Box 944201, Sacramento, CA 94244, to review your rating if you believe that the panel failed to follow prescribed standards or procedures or misinterpreted the minimum qualifications prescribed for the class; or if you can demonstrate that the rating was the result of fraud, or of discrimination within the meaning of Sections 19702 or 19703 of the Government Code, or of other improper acts or circumstances. *The appeal must be filed within 30 days after the notice of examination results were mailed and must state the facts, information or circumstances upon which the appeal is based.* Appeals are heard by the State Personnel Board in public hearings held in Sacramento, San Francisco and Los Angeles.

BOARD OF PRISON TERMS WORK AREA LOCATIONS

Deputy Commissioners for the Board of Prison Terms work at various locations statewide. The majority of the work will be located at a decentralized revocation unit (DRU). Deputy Commissioners are required to travel to surrounding counties when needed.

For the purposes of geographic hiring, the state has been divided into four areas.

Area One includes counties of Alameda, Contra Costa, Marin, San Francisco, San Mateo, Santa Clara, Solano and Sonoma.

Note: Decentralized revocation units located in this area include: San Quentin State Prison (Marin) and Alameda County Jail (Santa Rita/Dublin).

Area Two includes the counties of Alpine, Amador, Butte, Calaveras, Colusa, Del Norte, El Dorado, Fresno, Glenn, Humboldt, Lake, Lassen, Madera, Mariposa, Mendocino, Merced, Modoc, Mono, Monterey, Napa, Nevada, Inyo, Placer, Plumas, Sacramento, San Benito, San Joaquin, Santa Cruz, Shasta, Sierra, Siskiyou, Stanislaus, Sutter, Tehama, Trinity, Tuolumne, Yolo and Yuba.

Note: Decentralized revocation units located in this area include: Duel Vocational Institute (San Joaquin), Central California Women's Facility (Madera), Valley State Prison (Madera), High Desert State Prison (Lassen) and Rio Cosumnes Correctional Center (Sacramento).

Area Three includes the counties of Los Angeles and Orange.

Note: Decentralized revocation units located in this area include: Pitchess (Los Angeles) and the Los Angeles County Jail (Main).

Area Four includes the counties of Imperial, Kern, Kings, Riverside, San Bernardino, San Diego, San Luis Obispo, Santa Barbara, Tulare and Ventura.

Note: Decentralized revocation units located in this area include: California Institution for Men (Riverside), California Institution for Women (Riverside), North Kern State Prison (Kern), Wasco State Prison (Kern) and RJ Donovan Correctional Facility (San Diego).